

ADDENDUM# 1  
BISHOPS CORNER LIBRARY MOVING & STORAGE

Bid # 6232F

November 30, 2011

Dear Vendors:

The Contract Bidding Documents pursuant to Bid # 6232F are hereby revised as follows:

- **Current Inventory.** Attached is the listing of inventory and who is responsible for removing/replacing.
- **Insurance Requirements:** Attached are the current insurance criteria.

Thank you for your patience, time and consideration.

Sincerely,



Tammy Bradley, CPM, C.P.P.B.  
Sr. Buyer

Enclosures

C: Joe Mercieri, Capitol Projects Manager  
Chris Nardi, Silver/Petrucelli + Associates



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Bishops Corner Furniture Inventory  
11/15/2011

<u>Dept</u>	<u>User</u>	<u>Type</u>	<u>Item</u>	<u>Description</u>	<u>Disposition</u>
Child		Art	4 soft sculptures on the walls		by owner
Child		Art	6 Framed Posters	Magee, Ramona, Dino, Charlotte & Moose	by owner
Child		Art	Posters		by owner
General		Lib Equipment	Bins		by owner
General		Lib Equipment	bookends		by owner
General		Lib Equipment	various acrylic displays		by owner
Ref		Lib Equipment	copier	move to main childrens??	by owner
Child		Chair	6 vinyl lounge chairs		by owner
Staff room		Chair	stool		by owner
General		Lib Equipment	kick stools -2		by owner
Staff room		Lib Equipment	TV		by owner
Work room		Lib Equipment	typewriter on wheeled table		by owner
Susan's office		Storage	2 drawer legal file cabinet		by owner
Child		Toys	castle and boat		by owner
Child		Toys	Thomas train set table		by owner
Staff room		Chair	couch		by owner
ref		Furniture misc	4 study carols	Unscrew top and send to be refinished	by owner
Child		Table/Desk	2 computer desks	light laminate	by owner
Work room		Lib Equipment	magazine repair stapler		by owner
Work room		Lib Equipment	roll of acetate book cover materials		by owner
Story Room		Art	6 framed pictures		by owner
Child		Table/Desk	Table (has castle on it)	keep the table	by owner
entrance		Lib Equipment	walker		by owner
Adult		Bookcase	5 7' tall cases	1 double sided - 6 section 4 double sided - 9 section	prison for refinishing
Child		Bookcase	3 5' tall cases	3 double sided - 5 section	prison for refinishing
Circ		Bookcase	small wooden bookcase	by door to senior center	Prison for refinishing??
Circ		Lib Equipment	1 wooden book cart		Prison for refinishing??
ref		Bookcase	wooden book cases	1-5 section case, 2 - 2 section cases	prison for refinishing
ref		Bookcase	wooden bookcase - 5 feet		prison for refinishing
ref		Bookcase	wooden display bin		prison for refinishing

Bishops Corner Furniture Inventory  
11/15/2011

Maintenance		Maintenance	lockers, cleaning supplies, light bulbs	Used for both senior center and library	
Story Room		Lib Equipment	Wii		
Susan's office		Lib Equipment	2 brass colored easels		
Story Room		Chair	folding chairs		
Child		Table/Desk	1 computer desk	brown laminate	
Staff room		Lib Equipment	kitchen equipment		
Circ		Art	Poster of the world		
Susan's office		Art	framed sea monsters map		
Story Room		Lib Equipment	Video equipment		
Susan's office		Lib Equipment	bulletin board		
Story Room		Lib Equipment	new projector		
Child		Art	sculpture	brass, mother and children	
Ref		Bookcase	7 slat wood bookcases		
Ref		Bookcase	1 slat wood bookcase	with wooden base	
Child		Bookcase	2 slat wall bookcases		
ref		Bookcase	2 stack end shelves		
Child	Janet	Bookcase	3 stack end bookcases		
Child		Bookcase	circus bookcase		
Work room		Bookcase	Metal - free standing		
Work room		Bookcase	metal bookcases	5 double sided sections, 7 wall mounted sections	
Work room		Bookcase	printer and fax stand		
Circ		Bookcase	Senior Savvy Cart with white board		
Story Room		Chair	1 adult chairs		
Story Room		Chair	1 child chair		
Susan's office		Chair	1 office chair		
Susan's office		Chair	1 upholstered chair		
ref		Chair	11 office chairs		
Child		Chair	12 chairs		
Susan's office		Chair	2 chairs		
Circ		Chair	2 office chairs		
Child		Chair	2 small chairs		
Child		Chair	2 square chair/stool		
Circ		Chair	2 upholstered chairs		
ref		Chair	24 chairs		
ref		Chair	3 old teen room chairs		
Staff room		Chair	4 chairs		
Child		Chair	5 Office chairs		
Work room		Chair	5 Office chairs		
ref		Chair	5 upholstered chairs		

Bishops Corner Furniture Inventory  
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Child		Chair	Rocking Chair		
Child		Floor covering	rug in play area, rug in story room		
ref		Furniture misc	2 atlas stands		
General		Lib Equipment	20 metal book carts		
Story Room		Lib Equipment	1 clock		
Story Room		Lib Equipment	1 clock		
Story Room		Lib Equipment	1 clock		
Work room		Lib Equipment	2 book bins		
Work room		Lib Equipment	2 fans		
Work room		Lib Equipment	3 square clocks		
General		Lib Equipment	6 boxes??		
Story Room		Lib Equipment	av cart		
General		Lib Equipment	blue stools - 3		
Story Room		Lib Equipment	fan		
ref		Lib Equipment	globe		
Staff room		Lib Equipment	microwave etc		
Work room		Lib Equipment	Outside driveup book return		
Story Room		Lib Equipment	purple boom box		
Story Room		Lib Equipment	Sony sound system		
entrance		Lib Equipment	stand up flip chart		
Story Room		Storage	1 rolling locking cases, wood		
Story Room		Storage	1 rolling metal cabinet		
Story Room		Storage	1 tall metal cabinet		
Story Room		Storage	1 tall wooden cabinet		
Story Room		Storage	Bin with cover		
Staff room		Storage	lockers		
Child		Storage	toy storage unit with cubbies		
Story Room		Storage	toy storage unit - red		
Story Room		Storage	wooden display with bins on top		
ref		Table/Desk	1 tall computer table		
ref		Table/Desk	2 cherry computer tables		
Story Room		Table/Desk	2 folding tables		
ref		Table/Desk	2 light computer tables		
Child		Table/Desk	3 round tables		
ref		Table/Desk	4 dark computer tables		
ref		Table/Desk	4 round tables		
ref		Table/Desk	chess coffee table		
Child	Janet	Table/Desk	computer table		
ref		Table/Desk	desk		
Susan's office		Table/Desk	desk		
Staff room		Table/Desk	end table		
Staff room		Table/Desk	laminate side table		

Bishops Corner Furniture Inventory  
11/15/2011

Circ		Table/Desk	round coffee table		
ref		Table/Desk	round coffee table		
ref		Table/Desk	small table (has printer on it)		
Staff room		Table/Desk	table		
Child		Table/Desk	Table for children		
Work room		Table/Desk	two table/desk units		
Child	Janet	Table/Desk	wooden desk		
Child		Toys	Dollhouse		
Child		Toys	duplo table		
Story Room		Toys	flannel board		
Child		Toys	Kitchen		
Story Room		Toys	Magnetic Board and display		
Child		Toys	toy parking garage		
Story Room		Toys	wooden doll house		
windows		Window Treatments	2 venetian in staff room		
windows		Window Treatments	2 venetian in work room/susan		
windows		Window Treatments	3 small venetian in story room		
windows		Window Treatments	4 large shades		

## **INSURANCE EXHIBIT**

### **Minimum Scope and Limits of Insurance For All Contractors**

**Commercial General Liability:**

\$1,000,000 combined single limit per occurrence / \$1,000,000 aggregate for premises/ operations, independent contractors' protective, products/ completed operations, contractual liability, personal injury and broad form property damage (including coverage for explosion, collapse and underground hazards). Contractor shall continue to provide products/ completed operations coverage for two (2) years after Final Completion of the Work.

**.2 Automobile Liability & Physical Damage:**

\$ 1,000,000 combined single limit per occurrence for any auto, including statutory uninsured/underinsured motorists coverage and \$1,000 medical payments. The policy shall include collision and comprehensive coverage for any auto used for purpose of this contract.

**.3 Workers' Compensation:**

COVERAGE A/Workers' Compensation: statutory limits as required by the Labor Code of the State of Connecticut or applicable to the Work to be performed with an Experience Modification Rate of 1.0 or less.

COVERAGE B/Employer's Liability: limits of \$1,000,000 each accident, \$1,000,000 disease/policy limit, \$1,000,000 disease/each employee.

If the Contractor decides not to procure workers' compensation in accordance with Connecticut law, the Contractor agrees to comply with the Connecticut Workers' Compensation Act's (Act) requirements for withdrawing from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner. The Contractor is wholly responsible for taking the actions necessary to withdraw from the provisions of the Act. In lieu of procuring workers' compensation insurance and providing the Town with proof thereof, the Contractor agrees to hold the Town of West Hartford, the West Hartford Board of Education, their respective boards and commissions, officers, agents, officials, employees, servants, volunteers, contractors and representatives harmless from any and all suits, claims, and actions arising from personal injuries sustained by the Contractor or Contractor's employees during the course of the performance of this contract, however caused.



## INSURANCE EXHIBIT

- .4     **Umbrella Liability:**  
\$2,000,000 per occurrence / \$2,000,000 aggregate, following form.
- .5     **Property:**  
“All risk” property insurance on a replacement cost basis to cover portions of the Work stored on and off the site, in transit, or interior portion of buildings under construction from rain, sleet or snow, whether or not driven by wind, when the installation of the roof, walls and windows of such building has not been completed. The insurance shall cover the value of personal property belonging to the Contractor located on the Owner's property or worksite, while in use or in storage. The insurance shall include interests of the Owner, Contractor, their Subcontractors and Sub-subcontractors.
- .6     **Contractor’s Pollution Coverage:**  
\$3,000,000 per occurrence **project specific** limit / \$3,000,000 aggregate, dedicated to Work performed under this contract only, unless otherwise approved by the Town’s Risk Manager. **Policy must specifically include pollution coverage for bodily injury, property damage, cleanup costs, defense costs, contractual liability and completed operations for all Work performed by or on behalf of the Contractor under the contract (including but not limited to asbestos and lead abatement, drum removal and disposal, demolition, excavation, off-site incineration of soils etc.)** Contractor shall continue to provide completed operations coverage for two (2) years after Final Completion of the Work. Exclusions or limitations affecting Work performed must be deleted. Policy form must be “pay on behalf of” rather than “indemnity” and insurance company must have the “right and duty” to defend. Any “insured vs. insured” language must be amended to “named insured vs. named insured” or not apply to “additional insureds”. The policy shall not contain any provision or definition that would serve to eliminate third party action over claims for employees of the Contractor. Policy shall state that insolvency or bankruptcy of the insured or the insured’s estate will not relieve the insurance company of its obligations.
- .7     **Hazardous Waste Transporter Coverage:**  
Any Contractor transporting hazardous waste shall have automobile liability coverage written for not less than \$1,000,000 per occurrence or as specified in the Motor Carrier Act of 1980, whichever coverage is greater. The pollution exclusion shall be amended to cover loading, unloading and transportation activities including hauling of waste from the project site to the final disposal location, and non-

## INSURANCE EXHIBIT

owned disposal site endorsement (claims made) with scheduled landfill or provide evidence of insurance from disposal site operator. **Policy shall be endorsed to include the MCS-90 endorsement and the reimbursement provision of the MCS-90 endorsement will be borne by the Contractor.** The Contractor must submit to the Town a list of transfer and disposal sites to be used, along with all warranties, permits evidencing ability to accept the type of waste being delivered, and limits of financial responsibility, including closure/post closure bonds. Contractor must comply with all applicable D.O.T. and E.P.A. requirements.

**.8 Pollution Legal Liability:**

\$3,000,000 each loss / \$3,000,000 aggregate. The transporter who consolidates, transfers, stores or disposes of waste at any location, a sudden and non-sudden pollution legal liability policy must be provided for on-site and off-site bodily injury, property damage, cleanup costs, and defense costs for the location accepting the waste.

11.1.5 Additional Insured Endorsement:

**All liability policies (with the exception of Workers' Compensation) shall include the Town of West Hartford, the West Hartford Board of Education, and their respective officers, agents, officials, employees, volunteers, boards and commissions as an additional insured** with respect to liability arising out of or in connection with the activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Owner.

11.1.6 Acceptability of Insurers:

Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with a Best's rating of no less than A: VII, or otherwise deemed acceptable by the Town's Risk Manager.

11.1.7 Subcontractors:

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for Subcontractors shall be subject to all of the requirements stated herein.



## INSURANCE EXHIBIT

### 11.1.8 Waiver of Subrogation:

Contractor shall provide that all insurance policies include a waiver of subrogation clause that states that it is agreed that in no event shall the insurance company have any right of recovery against the Owner. When the Contractor is self-insured, it is agreed that in no event shall the Contractor have any right of recovery against the Owner.

### 11.1.9 Claims-Made Form:

If the insurance coverage is underwritten on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the contract. The certificate of insurance shall state the retroactive date and that the coverage is claims-made. The Contractor shall maintain coverage for the duration of the contract and for the two (2) years following the completion of the contract. Evidence of such coverage shall be provided to the Owner thirty (30) days prior to each policy's expiration.

### 11.1.10 Aggregate Limits:

If a general aggregate is used, the general aggregate limit shall apply separately to the project. All aggregate limits must be declared to the Owner. It is agreed that the Contractor shall notify the Owner with reasonable promptness with information concerning the erosion of limits due to claims paid under the general aggregate during the contract term. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. The Contractor shall pay the premium.

### 11.1.11 Deductibles and Self-Insured Retentions:

Contractor must declare any deductibles or self-insured retentions to the Owner. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

### 11.1.12 Notice of Cancellation or Non-renewal:

For other than non-payment of premium, each insurance policy required by this exhibit shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the Owner. Ten (10) days prior written notice shall be given for non-payment of premium.

### 11.1.13 Other Insurance Provisions:

## INSURANCE EXHIBIT

All liability policies required herein shall contain, or be endorsed to contain, the following provisions:

- .1 The Contractor's insurance shall be primary with respect to the Owner. Any insurance or self-insurance maintained by the Owner shall be excess and non-contributory to the Contractor's insurance.
- .2 The Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought.
- .3 Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Owner.

### 11.1.14 Verification of Coverage:

- .1 Contractors shall furnish to the Owner prior to the commencement of the Work certificates of insurance and copies of all endorsements for the insurance required by Subparagraph 11.1.1 and Subparagraph 11.1.4. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. If any insurance coverage is required to remain in force after final payment, an additional certificate evidencing continuation of such coverage shall be submitted with the final Application for Payment as required by Subparagraph 9.10.2. The Owner reserves the rights to require complete, certified copies of all required policies, at any time.
- .2 One (1) copy of the certificate of insurance and one (1) copy of all endorsements shall be mailed to the Purchasing Division, and one (1) copy to the Risk Management Division, Town of West Hartford, 50 South Main Street, West Hartford, Connecticut 06107.

### 11.1.15 Failure to Purchase or Maintain Insurance:

- .1 If the Contractor fails to purchase or maintain the required insurance specified by Article 11, the failure shall be treated as a default in Work. The Owner may (but shall not be obligated to) purchase such insurance on the Contractor's behalf and shall be entitled to be repaid for any premiums paid therefore by the Contractor in the manner set forth in Paragraph 2.4.
- .2 If the Owner or the Contractor is damaged by failure of the Contractor to purchase or maintain insurance required under Article 11, the Contractor shall bear all reasonable costs including, but not

## INSURANCE EXHIBIT

limited to, attorney's fees and costs of litigation, properly attributable thereto.

11.1.16      Additional Insurance:

If requested by the Owner after the date of the Owner-Contractor Agreement, the Contractor shall promptly procure, at the Owner's expense, insurance coverage in such amounts as the Owner may request coverage not listed in Subparagraph 11.1.4.

11.2          Owner's Insurance

11.2.1        The Owner shall be responsible for purchasing and maintaining his own liability insurance and, at his option, may purchase and maintain such insurance as will protect him against claims that may arise from operations under the contract.

11.2.2        The Owner shall be responsible for purchasing and maintaining Builder's risk "all risk" property insurance upon the Work installed at the site to the full insurable value, including boiler and machinery with the exception of the interior portion of the buildings under construction from rain, sleet or snow, whether or not driven by wind, when the installation of the roof, walls and windows of such buildings has not been completed. Any loss insured is to be adjusted and settled with the Owner and made payable to the Owner.

11.2.3        The Owner does not agree to waive any rights of subrogation, nor any rights of action against the Contractor, in connection with or arising out of any claims or damages which may arise from the operations under the contract.

11.4.3        Add new paragraph as follows:

The Contractor shall increase the principal amount of the performance and labor and materials payments bond(s) in direct proportion to any increase in the value of the Contract resulting from such change orders.